

STATE OF CALIFORNIA

STEVE WESTLY,  
California State Controller

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: August 7, 2003

PAYROLL LETTER # 03-014  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

RE: VIEWDIRECT CHANGES

Effective August 11, 2003, the State Controller's Office (SCO), Personnel/Payroll Services Division will make changes to the retention period of reports in ViewDirect.

The changes are for maintenance and disaster recovery purposes only and should have little, if any, impact on ViewDirect users. Specifically, for monthly generated reports, the prior month will be available for a few days after the current month is available. For the warrant register (including the Roll Code 8 warrant register), up to 20 cycles of warrant register reports may be available. When accessing reports during these times, the users will need to select the version to be viewed.

Another recent change is the publication of the ViewDirect User Instruction manual which is only available on-line. To view the manual, go to the SCO's website at <http://www.sco.ca.gov/ppsd/viewdir/viewdir.pdf>. The manual can also be accessed through the SCO's home page at <http://www.sco.ca.gov>. Click on State Employees, click on State Department/Campus Reference Data, then click on ViewDirect User Instructions.

If you have any questions, please contact Lisa Lobertini at (916) 327-3923 or via email at [llobertini@sco.ca.gov](mailto:llobertini@sco.ca.gov).

JRH:ll/pmab